



## CITY OF SAN JOSÉ, CALIFORNIA

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GERALD A. SILVA  
City Auditor

October 4, 2004

Honorable Members of the City Council Rules Committee  
801 North First Street, Room 600  
San Jose, CA 95110

I recommend the Rules Committee include the following assignments on the City Auditor's 2004-05 Audit Workplan. These proposed assignments incorporate recommendations from the Mayor and City Council members.

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San Jose City Clerk  
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Assignments In Progress:

1. Public Works Transportation Contract Cycle Times
2. Information Technology Department
3. Environmental Services Department Laboratory
4. Public Art Project Allocation Process
5. Traffic Calming
6. San Jose Municipal Water System
7. Northside Community Center
8. Management Audit, Review, and Comment on The City Manager's Reforms
9. San Jose Family Camp

Assignments Not Yet Started

10. Police Department Marked Patrol Vehicle Fleet Size
11. Call Center Information and Referral Services
12. Los Lagos Golf Course Operations and Finances
13. Public Works Cost Estimation Process
14. Regional Parks Staffing and Maintenance Levels

On-going Assignments

15. Quarterly Sales Tax Audits
16. Bond Measures O & P
17. Cardroom Audit Overview
18. Audit Recommendation Follow-Up
19. Annual Financial Audit and Single Audit Overview
20. Other Revenue Audits
21. Petty Cash And Change Fund Audits
22. Information Systems Audits



Deferred Assignments

23. Police Department Radio Channel Staffing

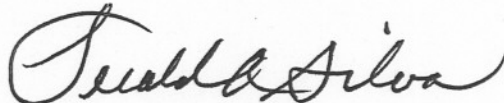
New Audit Requests

24. Workers' Compensation  
25. City Grant Oversight  
26. City Fleet – Special Purpose Vehicles, SUVs, Passenger Vans  
27. Vehicle Maintenance Procedures  
28. Annual performance audit of Team San Jose, Inc.  
29. A Comparison of the Real Estate Division & Redevelopment Agency Real Property Acquisition Processes

In addition, the City Auditor's Risk Assessment Model identified additional potential 2004-05 audit subjects. We will submit these additional audits for the Rules Committee to consider when we complete the above assignments.

I will present my proposed 2004-05 Audit Workplan to the Rules Committee at its October 13, 2004 meeting.

Respectfully submitted,

A handwritten signature in cursive script, reading "Gerald A. Silva".

Gerald A. Silva  
City Auditor